PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

TO: Distribution **DATE:** January 18, 1994

FROM: K. Houghton

SUBJECT: DOCUMENT COLLECTION

Most of you are aware that the Legal Department is conducting a document collection necessary for smoking and health related litigation. The procedures for completing this collection will require your full cooperation and participation. Scientists under your supervision will be expected to select their own paper and electronic files for copying.

A team consisting of outside counsel support (both Shook, Hardy & Bacon, and Arnold & Porter) will contact you shortly to schedule a session with you regarding these procedures. Please have prepared for them a full list of your staff. In addition, please review the attached scope statement which describes the type of records we will need to identify and collect.

CCP/ch
Attachment

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